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PROFESSIONAL MEDICAL AND SUPPORTING STAFF

Project Officer IV, Special (0704) - Responsible for coordinating Medical Certification Process for non-emergency transportation. Processes requests for NET special arrangements including air transportation, lodging, etc. (50/50)

Project Officer III, Special (0704, 0355, 0356, ?) - Monitors all requests for NET assistance. Completes requests in the absence of Project Officer II, Specials. (50/50)

Project Officer II, Special (0325 through 0354 and 18 without PINs assigned) - Processes all non-emergency transportation requests at the local level. Each individual PO II is responsible for a designated region. (50/50)

Account Auditing Technician (0743, 0252) - Assists the Bureau Director and the Division Director with special assignments in the administration of the programs within the MCH Division. (50/50)

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LONG TERM CARE/MEDICAL SERVICES

Bureau Director II (0050) - Responsible for the direct administrative supervision of the Community Long Term Care, Institutional Long Term Care, and the Medical Services Divisions. (50/50)

Medicaid Auditor I (0449, 0450, 0451) - Provides clerical and administrative support to the Bureau Director. Also responsible for providing data analysis, review, and monitoring in the Community LTC division. (50/50)

Operations Management Analyst Principal (0278) - Responsible for collecting, analyzing and disseminating data necessary for the operation of the Bureau. Provides support to the Community LTC division by certifying and monitoring HCBS providers, responsible for monitoring nursing facilities and imposing sanctions and remedies, and providing analysis of institutional and community LTC programs. (50/50)

Division Director II (0447) - Responsible for the operation of all community long term care programs by ensuring that state and federal regulations are met. Direct administrative supervision of Division Directors in the HCBS and Preadmission Screening programs. Develops, implements and modifies as necessary, policies and procedures for administration of LTC programs. (50/50)

Division Director I (0444, 0445, 0443, 0359) - Responsible for the day-to-day operation of the home and community-based services programs, preadmission screening program, institutional LTC/Case Mis program, and medical services. (50/50)

Nurse IV (0457, 0458, 0459, 0460, 0461, 0315, 0375, 0313, 0317, 0241, 0242, 0030, 0462, 0463) - Responsible for determining medical need of recipients in the HCBS waiver programs; assess care plans and quality of services rendered by HCBS and hospice providers. Responsible for all aspects of the medical services program by providing utilization and medical review; and conducts nurse audits of nursing facilities for case mix reimbursement. (75/25)

Medicaid Program Administrator (0439, 0019) - Responsible for HCBS projects including development and implementation of waivers; operational manuals; provider compliance; and claims analysis. Also responsible for claims analysis and program development in the Medical Services division. (50/50)

Medicaid Investigator II (0079) - Responsible for reviewing, monitoring and the approval of provider applications, and the day-to-day operation of the dental program. (50/50)

Accounting Auditing Technician (0710, 0440) - Provides clerical support to the staff in the Community and Institutional LTC divisions. (50/50)

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BUREAU OF HUMAN RESOURCES

Bureau Director I (152) - Responsible for planning and administering personnel policies, rules and regulations for the Division of Medicaid. (50/50)

Personnel Officer II (221) - Serves as liaison to the State Personnel Board; maintains Personnel Service contracts; maintains position employee profiles; maintains and updates various technical reports. (50/50)

Personnel Officer III (057) - Enrolls new employees into the agency; communicates with employees concerning benefits, insurance and leave; verifies and posts leave reports; serves as liaison with cafeteria administrator and deferred compensation administrator; maintains and updates organizational structure chart; maintains and updates various technical reports. (50/50)

Personnel Officer I (280) - Verifies and posts leave reports; enrolls new employees into the agency/provides photo identification badges; serves as back-up to Personnel Officer III for communicating with employees concerning benefits, insurance and leave; serves as back-up to Personnel Officer-III for maintaining and updating organizational structure chart. (50/50)

Personnel Officer IV (763) - Responsible for preparing and reconciling payroll; provides employment and salary verification; prepares quarterly tax reports, Employment Security Commission reports and the monthly retirement report; prepares payroll payment vouchers; provides administrative and technical support to the Personnel Director. (50/50)

Personnel Officer II (250) - Responsible for preparing and reconciling payroll; records federal and state tax changes; prepares unemployment taxes; prepares quarterly worksite report; maintains salary report; develops and analyzes fringe benefits studies and salary surveys. (50/50)

Personnel Assistant (381) - Provides clerical support for payroll; provides back-up for the switchboard. (50/50)

Personnel Officer IV (024) - Responsible for the agency's recruitment and selection process; serves as the agency's Workers' Compensation, training and safety coordinators; prepares annual Workers' Compensation report; provides administrative and technical support to the Personnel Director. (50/50)

Personnel Officer II (360) - Responsible for the Employee Performance Appraisal Review System; requests and maintains Certificate of Eligibles; interviews applicants and makes job offers; responds to employment inquiries. (50/50)

Personnel Technician (010) - Responsible for preparing intra-agency job announcements; schedules and confirms interviews; provides clerical support for the Bureau of Human Resources. (50/50)

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Support Technician (760) - Responsible for the agency's switchboard; maintains employees personnel files; serves as the receptionist for the Bureau of Human Resources. (50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFHEALTH SERVICES BUREAU

Deputy Administrator (0138) - Responsible to the Executive Director of the Division of Medicaid for Supervision of the Divisions of Policy, maternal and Child Health, Medical Services, Long Term Care, Pharmacy, managed Care and Quality Management. Coordinates with other state/federal agencies. Responsible for directing the strategic planning, development, management, analysis and research for the Bureau of Health Services. Organizes and defines staff responsibilities for efficient/effective work; assigns routine and special tasks to bureau directors to achieve accurate and timely results. (50/50)

Senior Business Systems Analyst (0696) - Responsible for providing technical support to end users in the agency and contractual system engineers to improve the effectiveness and efficiency of the Medicaid program by ensuring that the claim processing and information retrieval systems used by the program meets operational performance requirement. In addition, maintain control of the 900 plus claims processing edits and program logic by building new edits and updating existing edits as program policies changes and as new mandates transpires. (50/50)

Medicaid Program Administrator (0439) - Responsible for assisting the Deputy Administrator in the overall management of the Bureau of Health Services for all aspects of the provider enrollment program, including development and writing of any manual changes, as well as monitoring the overall function of enrolling providers, and assisting with claims issues. (50/50)

Medicaid Field Auditor SR (0056) - Responsible for investigating verbal and written inquiries from providers and recipients concerning program coverage issues and claims payment problems. (50/50)

Medicaid Investigator (0029) - Responsible for screening calls for the Bureau of Health Services staff, serves as liaison to Medicaid provider/recipient inquiries regarding outstanding claims and provider relations problems. Provides clerical support to the staff of the Bureau of Health Services. (50/50)

Bureau Director II (0050) - Responsible for the direct supervision of the Community Long Term Care, Institutional Long Term Care and the Medical Services Divisions. (50/50)

Bureau Director II (0691) - Responsible for planning, implementing, managing, and administering Medicaid managed care programs. (50/50)

Bureau Director I (0697) - Responsible for formulating, directing, and controlling the operations of the Quality Management Bureau. Responsible for the establishment of objectives, standards, and control measures within the context of broad, general guidelines for programs. (50/50)

Bureau Director I (0690) - Responsible for directing the strategic planning, development management, analysis and research for MCH and Transportation services for the Medicaid program. Responsible for contractual agreements with provider, consultants and interagency agreements with other child-serving agencies in the state. Supervises MCH staff in planning and

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implementation of the EPSDT, VFC, DCLH, School/EPSDT, PHRM, School Health Services, Home Health, Durable Medical Equipment, Hearing and Vision, and Transportation programs. Represents DOM at the state level on task force requiring MCH expertise. (50/50)

Bureau Director I (0741) - Responsible for formulating, directing, and controlling the operations of the Policy Division and the Special Projects Division in accordance with agency policy and regulations. (50/50)

Pharmacist II (0016) - Responsible for administration and supervision of the Medicaid drug program which includes securing provider participation agreements, monitoring contracts pertaining to the pharmacy program, updating the formulary and monitoring fiscal agent claims operations for proper allocation of policies, rules and regulations pertaining to the program. (75/25)

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Bureau Director, Deputy (0251) - Plans and directs activities of the bureau, including all aspects of administration of internal business services, Federal and state reporting, bank account maintenance and check processing, accounts payable, Agency bookkeeping, GAAP reporting, nursing facility assessments, drug rebates, property management, purchasing, warehousing, and fleet management. (50/50)

Medicaid Financial Program Coordinator (0718) - Serves the Agency as Head Accountant, responsible for: supervision and maintenance of the general journal and general ledger; transfers of funds among the General and Special Funds of the Agency and deposit of receipts into the Treasury; accurate entry, review, and approval of documents in the State Automated Accounting System; processing buy-in payments; drawing Federal funds as authorized and ensuring receipt of all Federal Grant Awards; GAAP reporting; processing fiscal agent payment for medical services; and billings to other agencies. (50/50)

Medicaid Financial Program Coordinator (0744) - Produces semi-annual GAAP packets converting cash basis books to accrual; serves as backup for processing fiscal agent payment for medical services; prepares monthly and quarterly billings to other state agencies; inputs journal entries into the State Automated Accounting System; assigns Federal financial participation on purchase orders and payment vouchers; serves as primary backup to the Head Accountant. (50/50)

Accountant Auditor III (0144) - Prepares cash receipts for deposit in the State Treasury, reconciling in accordance with Agency procedures; prepares monthly and quarterly billings to other state agencies; assists with the GAAP packet and reconciliation of fiscal agent request for payment; serves as secondary backup to the Head Accountant. (50/50)

Medicaid Financial Program Coordinator (0011) - Supervises the Accounts Payable department, ensuring timely and accurate processing of accounts payable documents; supervises the Drug Rebate program and serves as the Agency's liaison with drug manufacturers and Federal representatives for this program; oversees the timely preparation and processing of Accounts Payable and Drug Rebate reports; reviews and approves payment vouchers; monitors the State Automated Accounting System suspense file. (50/50)

Accountant Auditor III (0713) - Reviews and processes invoices for payment; reviews and processes all travel reimbursement requests; prepares related reports as needed; maintains leases and janitorial and other agreements and processes the related monthly payments; maintains the warrant register; serves as backup to the supervisor of the Accounts Payable department. (50/50)

Accountant Auditor II (0174) - Implements and maintains the Drug Rebate System to ensure that the Division of Medicaid is in compliance with the Health Care Finance Administration's (HCFA) contract with drug manufacturers; audits and amends drug rebate invoices; resolves drug rebate disputes; prepares quarterly rebate report required for HCFA reporting; serves as backup for all Accounts Payable duties. (50/50)

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Medicaid Auditor II (0023) - Reviews invoices and supporting documentation for accuracy and assigns vendor numbers, object codes, and reporting categories preparatory to payment; serves as primary backup for reviewing and processing travel reimbursement requests; maintains personnel contracts and assures related payments are in accordance with contract terms; computes and verifies tax withholdings for contractual employees; verifies 1099 reporting information and ensures timely preparation and distribution of the 1099 forms; copies and distributes payment vouchers; serves as backup for all Accounts Payable duties. (50/50)

Medicaid Financial Program Coordinator (0028) - Prepares the HCFA 64 report of expenditures for medical assistance and administrative expense payments after having collected, analyzed, and reconciled the required data; reviews the claims payment request from the fiscal agent; reviews and approves cash receipt and payment voucher transactions processed through the State Automated Accounting System. (50/50)

Division Director I (0244) - Supervises the Business Services department, which is responsible for check processing, bank account monitoring, state records storage program, nursing facility assessments, energy management program, management of inventorable property for the Agency, maintenance and control of personnel leave records for the bureau, and clerical support for the bureau; serves as administrative assistant to the Bureau Director, Deputy; coordinates receipt of status reports for the bureau and maintains the bureau's comprehensive report files. (50/50)

Property Officer II (0358) - Establishes and maintains property records for all inventoried Agency property; prepares monthly reports as required by the State Auditor's Office; makes recommendations to the Salvage Committee for disposal of property and carries out the Committee's directions; conducts physical inventory audits. (50/50)

Medicaid Financial Program Coordinator (0058) - Classifies and distributes receipts by source; prepares Federal, state, and in-house reports as needed for nursing home assessments, drug rebate receipts, intergovernmental transfers, and outstanding casualty checks; reviews the check log and fiscal agent bank account reconciliations for accuracy; maintains the Agency bank accounts. (50/50)

Medicaid Program Development Specialist (0630) - Logs in all receipts and makes necessary copies preparatory to distribution; mails vendor warrants and files the warrant register; coordinates the Agency's records with the Division of Records Management and relevant Agency personnel; maintains the payment voucher filing system. (50/50)

Accountant Auditing Technician (0143) - Maintains the nursing facility assessment database; prepares the monthly leave report; maintains the departmental filing system; processes the Bureau's mail; serves as backup for processing the Agency's mail; types various memoranda, letters, etc. as needed; provides clerical support to the bureau. (50/50)

Purchasing Agent III (0243) - Supervises procurement activities for the Agency, overseeing the administrative, technical, and clerical functions of the Purchasing Department; supervises the Fleet Management Program; oversees the Agency warehouse; confirms deliveries and generally backs

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up all purchasing activities as needed; responsible for delivery of Agency mail; effects minor repairs, furniture relocation, and similar duties or assigns them as appropriate. (50/50)

Purchasing Agent I (0035) - Coordinates procurement activities for supplies, materials, hardware, equipment, and services as needed by the Agency; coordinates the issuance, approval, distribution, and maintenance of procurement records in accordance with established policies and procedures; serves as backup to fleet management duties and all other purchasing activities. (50/50)

Purchasing Agent I (0401) - Delivers and processes the Agency's incoming and intra-Agency mail; accepts and inspects deliveries of freight, supplies, and furniture for the Agency; stocks and maintains the on-site warehouse and distributes supplies; makes minor repairs; serves as the Agency runner and backup for purchase order processing. (50/50)

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Systems Manager III (0117) - Two major areas of responsibility are the Medicaid Management Information System (MMIS) and the office automation network. The Systems Manager keeps both of these area up and operation through oversight monitoring, including the interrelationship of both. Responsible for overall management and supervision of the information technology staff that support the productivity and effectiveness of the Division of Medicaid through IT services and through managing resources and functions in all areas of IT, including the agency's IT infrastructure, operational support, and systems design and development. Other activities of this position include: hiring qualified IT personnel, planning, budgeting, and technological recommendations. This position has broad areas of responsibility developing complex applications on multiple platforms within the agency's State data network structure. (75/25)

Associate Business System Analyst (0694) - Monitors and updates computer systems requests (CSR) tracking system to ensure the Division of Medicaid requests concerning problems are monitored; maintain and modify the Division's Help Desk to ensure rapid identification and resolution of MMIS & LAN computer problems; coordinates administrative functions between divisions, and coordinates MMIS related communications between the Division and the fiscal agent; participates on a team of business analysts, systems programmers, and end users in the definition of systems requirements including processing, reporting, data, and performance requirements; performs various levels of application testing under the direction of a more senior staff member; updates user documentation, including system reference manuals and training materials. (50/50)

Lead Business System Analyst (0283) - Responsible for providing the technical assistance in evaluating the operation of the MMIS, ensuring that it properly supports the optimum operation of the Mississippi Medicaid program; assists the Systems Manager in developing a plan for monitoring the ongoing operations of the MMIS and provides for the changes needed in the system. (75/25)

Business Systems Analyst II (0774) - Responsible for ensuring that the MMIS follows all the guidelines that are required by State guidelines and the Mississippi RFP; ensure the performance of the Claims and Reference Subsystems within the MMIS; to assist Medicaid staff in obtaining and analyzing MMIS/claims - related data utilizing both additional MMIS generated data and the Mississippi Medicaid Information Retrieval System (MMIRS); to maintain the ClaimCheck and ClaimReview claims coding evaluation software. (75/25)

Business Systems Analyst I (0249) - Responsible for coordinating, collecting and organizing contract management activities to ensure enforcement of fiscal agent contract requirements; coordinates RFP monitoring activities to ensure procedures set out in the RFP are being adhered to as required. (50/50)

Associate Business Systems Analyst (0054) - Responsible for coordinating, collecting and organizing contract management activities to ensure enforcement of fiscal agent contract requirements; coordinates RFP monitoring activities to ensure procedures set out in the RFP are being adhered to as required; reviews systems modifications requests to determine feasibility and impact on existing system; reviews problem logs to determine solutions. (50/50)